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STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

DATE: 17 September 1957

TO : Chief, Intelligence School

FROM : Chief, Operations Support Faculty

SUBJECT: Weekly Report No. 38, 10 September - 17 September 1957

1. During the first week of Administrative Procedures, it was possible to arrange the schedule in such a way that the students attended the Intelligence and Support exhibits in the R&S Building. This seemed most useful and informative and will be arranged in the future whenever it is possible.

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2. The suggested change in the prerequisite for Budget & Finance Procedures was brought up at the DD/P Training Officers meeting.

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[redacted] informed us that the consensus of the group was against making Administrative Procedures or Operations Support a prerequisite as the clerical groups would ultimately take Administrative Procedures and case officers had no need to get the material covered in the last phase of Operations Support. Unfortunately, the FI Training Officer was not present at the meeting and [redacted] has requested that this be brought up for further discussion.

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[redacted] and if the clerical groups could have Administrative Procedures before they take Budget & Finance Procedures rather than afterwards, much valuable time could be saved.

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3. As a result of inquiries made by some students in the recent Dispatch and Cable Refresher regarding special dispatch procedures established between Finance Division and the Office of Communications, [redacted] spent approximately two and a half hours with [redacted] who explained the requirements and attendant problems of their special dispatch procedures. The afternoon was most profitable because information was obtained which cannot be found elsewhere and it will provide excellent background material if the question of this type of special handling of dispatches should come up again. [redacted] advised [redacted] Training Officer, Office of the Comptroller, regarding her findings pertinent to these special dispatches originated by Finance Division and pouched through Office of Communications channels.

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4. [redacted] received samples of pouches received through the Army, Navy and State from RI to use as examples in her dispatch lecture.

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5. [redacted] has given us complete details of the procedures encountered at the Department of State [redacted] Some of the printed literature would be useful to others, particularly the pamphlet "The American Ambassador" as a handout for the Dependents' Briefing. It was interesting to hear of the excellent facilities for training, including a little colored boy to erase the blackboard.

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6. Budget & Finance Procedures #4 was completed on 13 September. The students were taken to the Finance Division for further briefings as outlined in the course catalog.

7. [ ] attended the weekly Finance staff meeting.

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Personnel Notes

[ ] left for her overseas assignment [ ] on Friday,  
September 13.

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